# Marine Forces Reserve
# G-1 Adjutant

**Admin Symposium**

**April 2015**

**Capt Micah Rodriguez**
**Force Adjutant and Casualty Officer**
**504.697.7178 (DSN 697)**
**Micah.Rodriguez@usmc.mil**

# Topic Overview

- Casualty Assistance
- Military Funeral Honors (MFH)
- Funeral Honors Drill (FHD)
- Awards
- Pitney Bowes Postage Machines
- Voting

# Casualty Assistance

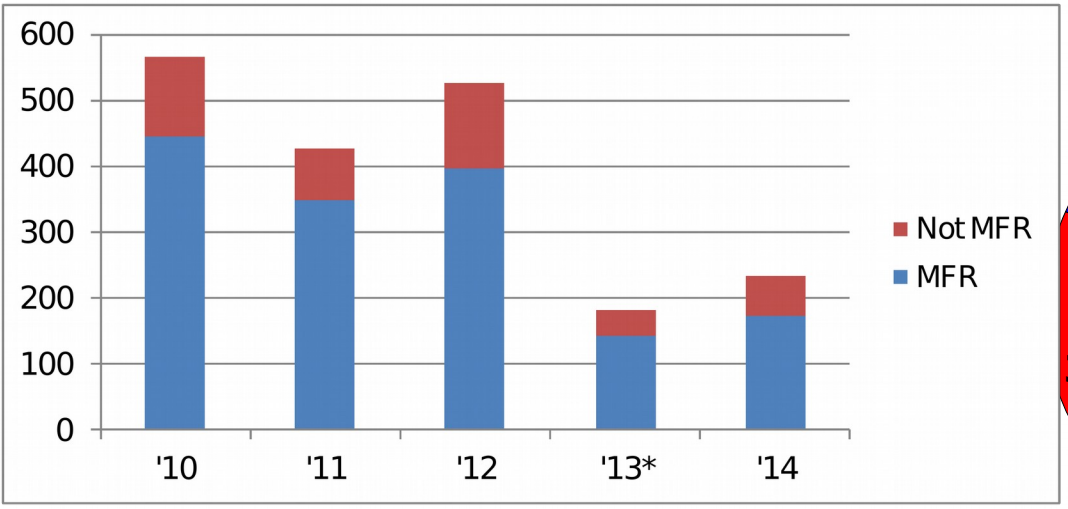
- HQMC, Casualty Branch (MRPC) assigns Casualty Assistance Calls Officer (CACO) duties directly
  - MRPC serves as the primary resource during the execution of all phases of CACO duties
  - The MARFORRES Casualty Assistance Officer serves as an additional resource
- Imperative that I-Is make liaison with area chaplains and local supporting agencies at the earliest opportunity
  - The MARFORRES Chaplain's Office can provide contact information for a Reserve Chaplain IVO most RTCs

# Casualty Assistance

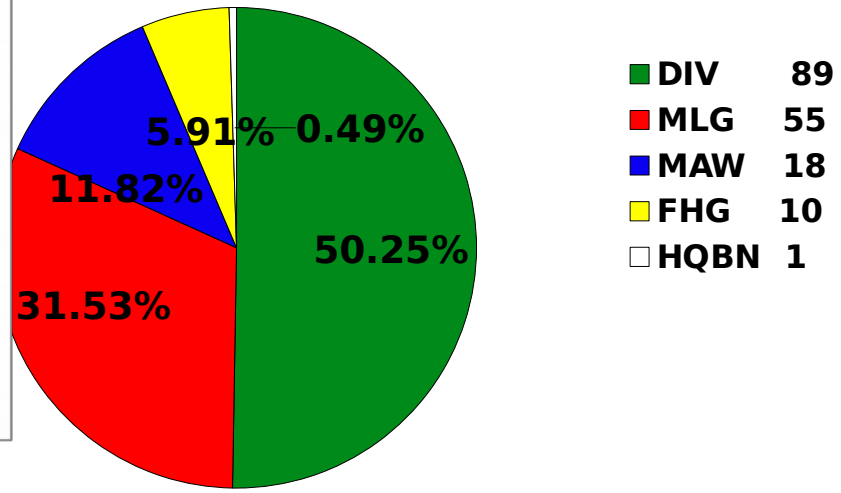
- CACO training is generally provided three times per year regionally and is required for all SNCOs and officers.
  - The intent of regional CACO training is to facilitate peer networking and interface with SMEs from HQMC that support the casualty assistance process.
  - CACO Online Training is a supplemental tool and should only be used in cases where someone missed a seminar:
  - http://www.marinenet.usmc.mil/portal/
  - Ref: MCO 3040.4
- The MARFORRES CACO Critical Response Detachment (CRD) provides post notification CACO support in the event of a mass casualty to any I-I that requires

# Casualty Assistance

## ARFORRES v. The Rest of the Marine Corps




## CY-14 MSC Breakdown

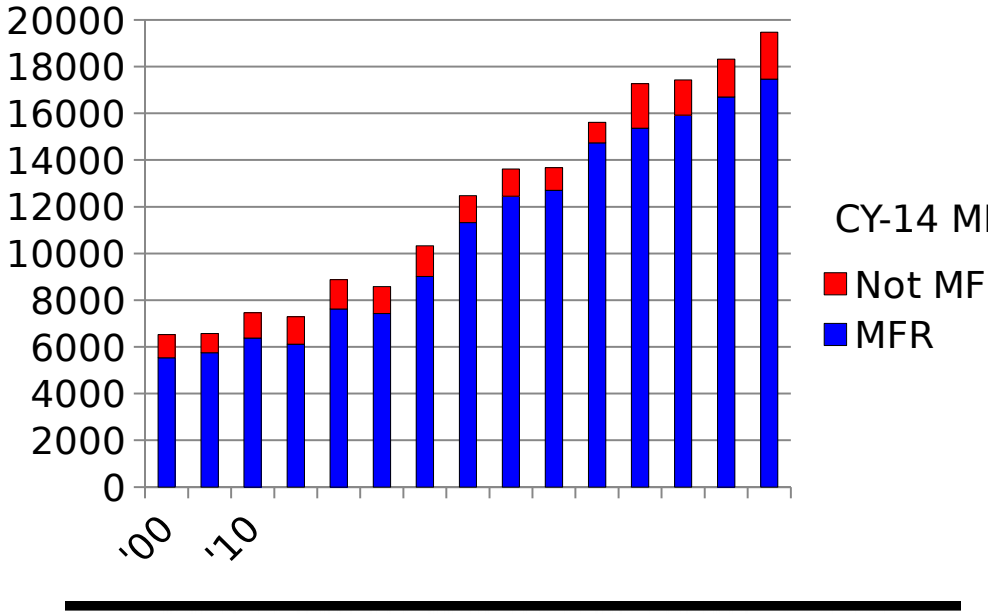


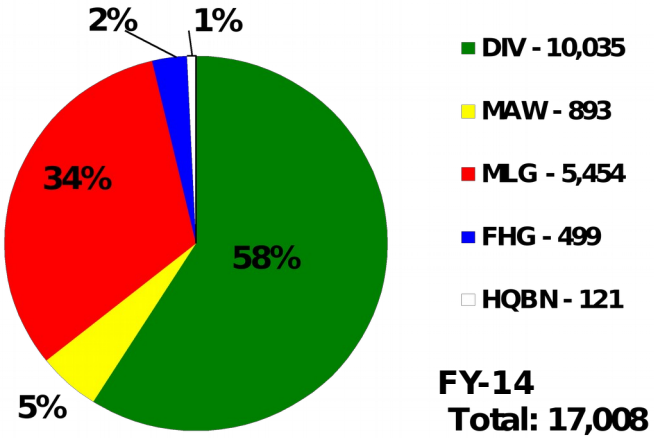

*numbers for CY-13 cover Jan - Aug 2013

# litary Funeral Honors (MFH)

- HQMC Funeral Honors Section tasks units directly based on proximity of the unit to the funeral service
- A revision to Force Policy Letter 02-08 will reestablish COMMARFORRES requirements, providing a Funeral Honors Checklist that should be utilized in each MFH assignment, and provides the Missed Funeral Honors Report template.
- Utilize Funeral Honors Checklist provided by HQMC prior to executing each MFH assignment IOT mitigate challenges
- **ZERO DEFECT MENTALITY.** A missed funeral is a CCIR for COMMARFORRES

# Military Funeral Honors



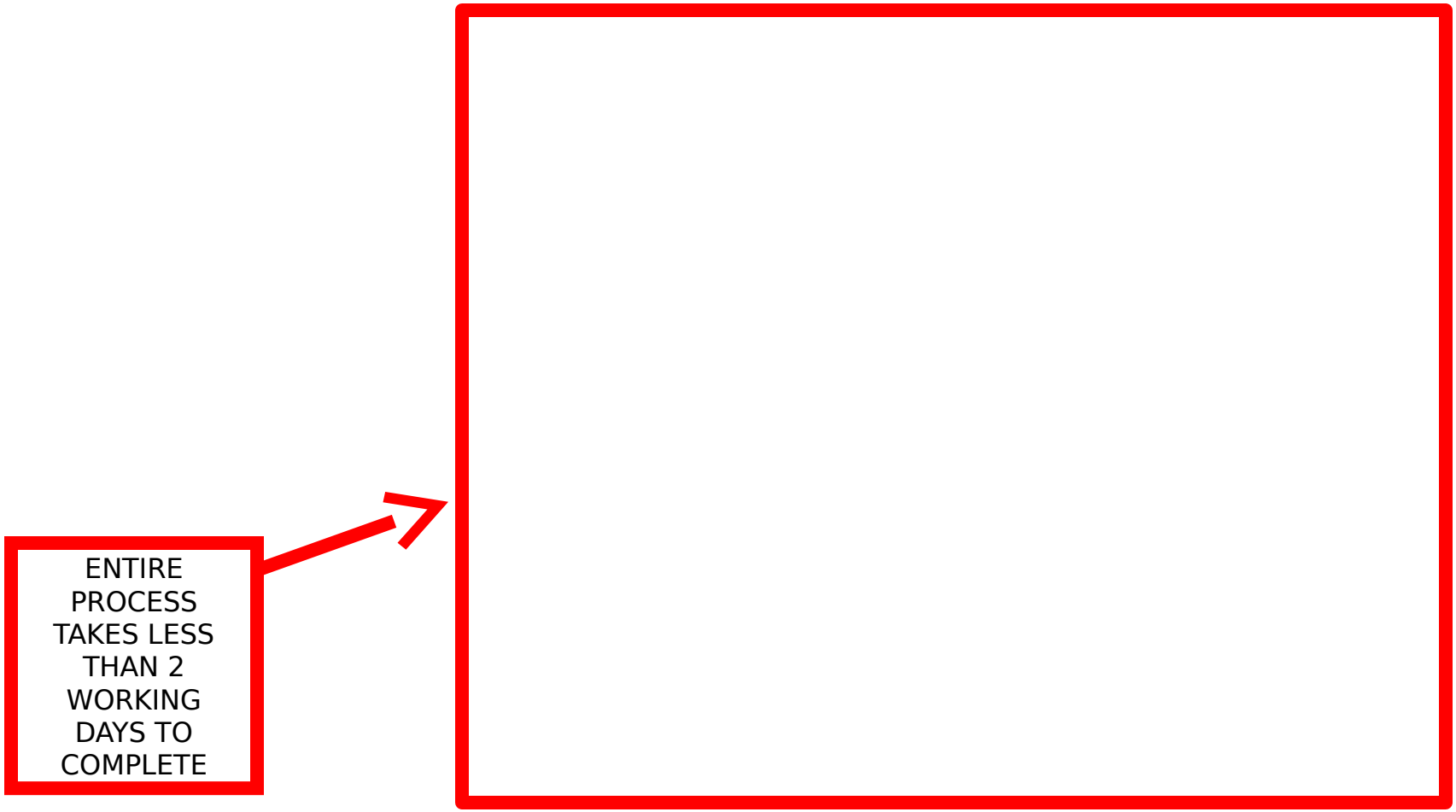




- Blue: MFH assigned to MARFORRES units are projected to continue to increase. Be prepared.
- Since CY00, MFH assigned to MARFORRES units have increased steadily each year.
- Veteran deaths are projected to double within the next two years
- ADOS PID G (Funeral Honors) for each FY is distributed to the MSCs proportional to the previous fiscal year MFH assignments that were performed.

# Funeral Honors Drills

- Force Adjutant is the Program Manager for the Funeral Honors Drills.
- As of 1 October 2013 MARFORRES, G-1 Adjutant section has been managing the distribution and tracking of FHDs for the Force.
- Once MFR G-1 Adjutant section has been notified and documents received, FHD will be distributed via DMM.

# Military Funeral Honors



# Awards

- **Awarding authorities/Submission deadlines prior to ceremony**
  - LOM and above: CMC/SECNAV/DoD (120 Days)
  - LOM (Ret) and below: COMMARFORRES (30 Days)
  - MSM and below (Including NMCCM): MSC CG's (30 Days)
  - NMCAM: Cos and other officers assigned as Special Courts-Martial Convening Authorities (30 Days)

- **Timelines for processing**
  - HQMC and higher: Avg 75 Days (90 in summer months)
  - MARFORRES: 30 Days
  - MSC: Approx 30 Days

***Ref: SECNAVINST 1650.1H***
***MCO 1650.9J***
***ForO 1650.2B***

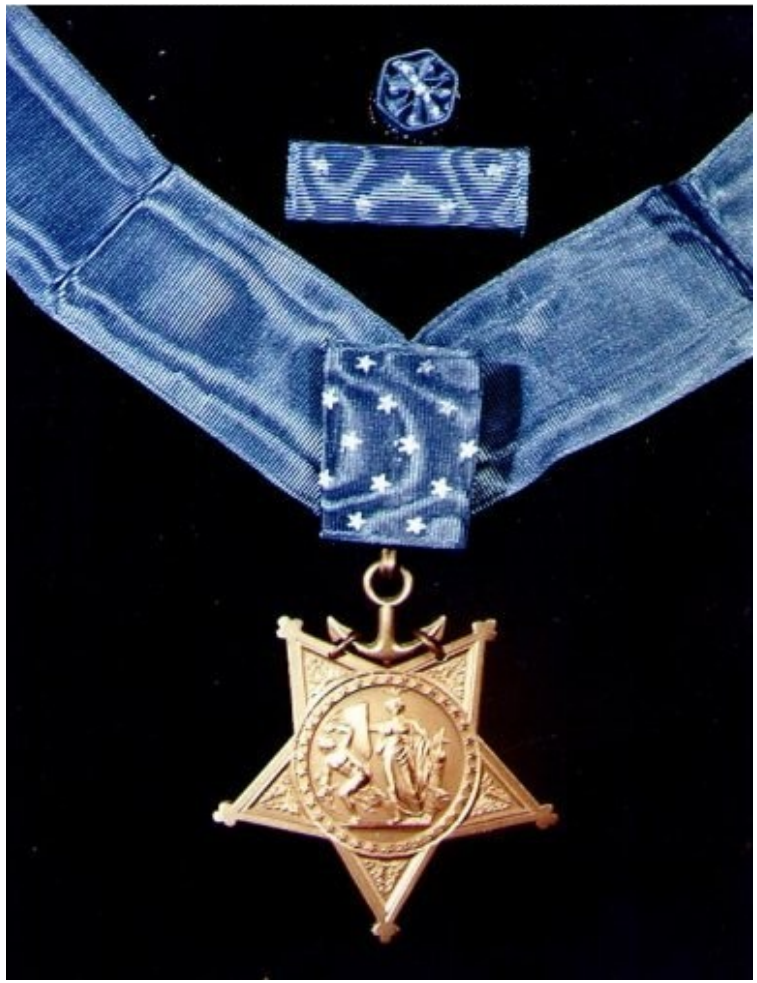
# Awards

- **Recognition upon retirement, PCS, or specific impact (less than 12 months)**

- **Common Challenges**
  - Overlapping dates
  - Poorly written
  - Late Submissions

- **Special Category Awards**
  - Great opportunity to recognize

    Marines and units
  - MSC provided monthly summary
  - Moving target annually
  - 74 Available for CY-09
  - 217 Available for CY-11
  - 189 Available for CY-13
  - 138 Available for CY-15



# Postal

- **Postal**
  - USPS/Pitney Bowes is the primary means of shipping within MARFORRES
  - Units with a Pitney Bowes machine will assign in writing, personnel authorized to receive and open official mail.
  - FedEx; MARFORRES 021141Z MAY 07 authorized the use of the government purchase card to create, manage, and maintain approved commercial express carrier accounts for administrative small package shipments.
  - Limitation of postage is based off of available funds authorized by the MFR G-1 Adjutant
  - Semi-annual expenditure reports are due to be submitted to MFR G-1 Adjutant via the MSC

***Ref: MCO 5110.6C, ForO 5110.2A***

# Voting

- Voting reports
  - Quarterly Voting Assistance Reports are due EVERY quarter, election year or not.
  - Refer to MSC Unit Voting Assistance Officer (UVAO) for submission deadlines and details.
  - Federal Post Card Applications (FPCA) must be on hand for Marines who reside outside of their state of residence.
  - FPCAs and other voting supplies can be ordered by visiting the M&RA voting website.
  - Every UVAO will have a copy of the Voting Assistance guide, (also available at the M&RA voting website) be assigned in writing, and be registered in the USMC Voting Officer database.

***Ref: MCO 1742.1A Ch2***

# Adjutant Points of Contact

- **MARFORRES Adjutant and Casualty Officer:**
  - **Capt M. “Rod” Rodriguez**
  - **504-697-7185 (DSN 697)**
  - **Micah.Rodriguez@usmc.mil**

- **MARFORRES Adjutant Chief:**
  - **Currently vacant**
  - **504-697-7254 (DSN 697)**
  - **MFR_Adjutant@usmc.mil**

**Force Directives and Policy Letters:**

- http://www.marines.mil/unit/marforres/MFRHQ/G1/Adjutant/G-1%20Adjutant%20Directives/default.aspx

# QUESTIONS?